

PROPERTY OWNER

PREPARING FOR YOUR HABITABILITY INSPECTION

Your rental property will be inspected as is required by the City of Chelsea’s newly amended ordinance mandating compliance with Chapter II of the State Sanitary Code. The Inspectional Services Department (ISD) and Board of Health (BOH) are required by law to enforce this requirement.

In an effort to assist you in preparing for your inspection ahead of time, we are providing you with a list of the most common violations or deficiencies we encounter. Our hope and expectation is that you will review these conditions at your property and, if necessary, correct these violations ahead of the inspection, thereby expediting the inspection and limiting or eliminating violations cited.

Please be advised that if there is a child under the age of six years living in the rental unit, the apartment, common areas, and exterior structure must be in compliance with Massachusetts’ Lead Laws and you must provide the inspector with a valid Certificate of Lead Paint Compliance prior to or on the date of the inspection.

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| √ | Missing or inoperable smoke and carbon monoxide detectors | √ | General Housekeeping (responsibility of tenants) |
| √ | Holes in walls, ceilings, floors, or doors | √ | Heating system not functioning properly |
| √ | Evidence of rats, mice, vermin, cockroaches, bedbugs or other common pests | √ | Broken or inoperable cabinets in kitchen and bath |
| √ | Peeling, flaking, or chipping paint (interior and exterior) | √ | Missing or inoperable “powerstriker” (required in properties with 6 or more units) |
| √ | Broken or missing switch plates and/or receptacle covers | √ | Blocked, obstructed, or unsafe second means of egress (lack of hallway lighting, unsafe porches) |
| √ | GFCI Outlets not present at hazardous locations in kitchen and bath | √ | Illegal rooming house conditions (hasp locks or keyed locks on bedroom doors) |
| √ | Missing or loose handrails, guardrails, or balusters | √ | Unsafe use of extension cords (too many, under carpets) |
| √ | Broken or inoperable window sashes and locks | √ | Overloaded outlets/circuits |
| √ | Broken or missing window screens | √ | Broken or inoperable appliances (stoves) |
| √ | Leaky faucets, toilets, and/or drains | √ | Overcrowded conditions |

Per City Ordinance, a landlord is required to notify tenants regarding the inspection, as soon as possible, once it has been scheduled. This must be done in writing. You can use the attached Tenant Notification Form which is also available on the City of Chelsea website.

You and/or your authorized representative are required to be present at the time of the inspection and tenants may also be present if they so choose. ISD Code Enforcement Inspectors will require, and you must provide, access to all areas of the property including all units and common areas, attics, and basements, if applicable.

Please be advised that this is official notification that a Chelsea Police Officer may, in some instances, accompany an inspector during his/her inspection of your unit to ensure the safety of the inspector.

As called for by state law, if you (or your tenants) are dissatisfied with any Correction Order issued by the Code Inspector, either may file an appeal with the City’s Board of Health. This must be done within 7 days of the issuance of the Correction Order.